AREAS FOR IMPROVEMENT OF THE PRESENT SUBJECT FILE SYSTEM

The Subject File system now in use is an adaption of the Subject-Numeric system recommended by the General Services Administration for use throughout the Federal Government and adopted as a standard by this Agency with the issuance of ▉▉▉▉▉ Handbook for Subject Filing, dated 16 December 1954. Filing problems in the Registry are the result of deficiencies in the adaption and development of the system and not the system itself. These deficiencies are as follows:

25X1A

B

a. There are 37 Primary and 419 Secondary file headings. This appears to be excessive in view of the volume of material being accumulated. A ready indication of this is the large number of folders with only one or two items in the file.

b. The Primary Subjects are not arranged in alphabetical sequence. This makes reference to the file manual and location of the proper file drawer much more time-consuming for inexperienced personnel. (Page 33 of Tab G .)

c. There are no definitions or descriptions of the type of material that is to be included under the Primary heading, e.g., the heading, Administration, can overlap a number of other headings. (Pages 34-71 of Tab G .)

d. There are no key words to indicate the range of material to be included in a Secondary heading. Of necessity, the heading can include only a few words but there may be many related and nearly synonymous identifying words that are difficult to relate to the subject heading unless they are listed with the heading in the manual, e.g., DISBURSEMENT - Expenditures, Refunds, (Pages 34-37 of Tab G .)

e. There is no index to the file system. Such an index would greatly facilitate filing and finding by inexperienced new personnel and by other Staff members. It would also insure more consistency in filing material with overlapping subjects. (Pages 71-104 of Tab G .)